

**DEPARTMENT OF TRANSPORTATION
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**

In accordance with §103D-304, HRS, the State of Hawaii, Department of Transportation (HDOT), Highways Division (Highways) is seeking qualified consultants to provide engineering services for Sign Retroreflectivity Maintenance, Statewide, Project No. HWY-04-16. The contract will be a Time and Materials Contract, in accordance with §3-122-140, HAR. A contract time of performance of 12 months, and a budget of \$470,000 are anticipated.

At the State of Hawaii, State & County Procurement Notices website, under the project notice “More Info” column, additional project information for the subject project may be viewed by clicking on “More Info” and then on “View Specifications Document.”

Individuals or firms on HDOT’s qualified list are invited to submit a proposal for the subject project. Proposals should be clear, concise, and in accordance with the *Guidelines for Preparing Consultant Proposals for Highways Division Projects*, which can also be also viewed by clicking on “More Info” and then on “View Specifications Document.” Only those prospective individuals or firms who submit their proposal by the deadline below will be considered.

One electronic copy of the proposal must be received in PDF format via email at reid.tokuhara@hawaii.gov, and three copies of the proposals must be received by **November 7, 2016 at 2:00 p.m.** at the following address:

Department of Transportation, Highways Division
Traffic Branch, Traffic Operations Section
601 Kamokila Blvd., Room 602
Kapolei, Hawaii 96707

Include in your firm's submittal Proof of Insurance for:

- a. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The STATE shall be named as additional insured.
- b. Automobile liability insurance for limit of not less than \$1,000,000 per accident. The STATE shall be named as additional insured.
- c. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

If a firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, they will insure the firm for the insurance policies and the amount of minimum coverage required above, will be accepted as proof of insurance.

Please send an email to reid.tokuhara@hawaii.gov confirming that your firm is interested in submitting a proposal. This email confirmation will only be used to contact interested firms in the event that changes are made and are not required or part of the evaluation process.

Individuals or firms who are **not on** HDOT's qualified list and wish to be considered in the selection for this project must submit three copies of the following along with the proposal by the deadline above:

1. Letter of interest (including an email address for notification of additional advertisements).
2. [DPW Form 120](#) or the [Standard Federal Form 330](#). These forms may be downloaded from <http://hidot.hawaii.gov/administration/con/>.
3. Any other related information.
4. Individuals or firms shall submit Proof of Insurance for:
 - a. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The STATE shall be named as additional insured.
 - b. Automobile liability insurance for limit of not less than \$1,000,000 per accident. The STATE shall be named as additional insured.
 - c. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

If a firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, they will insure the firm for the insurance policies and the amount of minimum coverage required above, will be accepted as proof of insurance.

The evaluation criteria used to evaluate firms whose proposals are received by the deadline above are included in the *Guidelines for Preparing Consultant Proposals for Highways Division Projects*.

The HDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the U.S. Department of Transportation [Title 49, Code of Federal Regulations (CFR) Part 21] issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, national origin, or sex.

Campaign contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285.

The Director of Transportation reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the State.

If you have any questions, please contact Reid Tokuhara, Highways Traffic Branch at (808)692-7691 or email reid.tokuhara@hawaii.gov.

FORD FUCHIGAMI
Director of Transportation

Internet Posting: October 6, 2016